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## Directions for using Cole Size Card

The accompanying card, based on the size rules of the American Library Association, is published with the hope that it will lead to their more general adoption. It is designed to make their application more uniform and accurate.

A book lies on the cataloger's table ready to be measured; he has but to lift the front cover, insert the left-hand edge of the card (position No. 1) as far back as possible between the cover and the first fly-leaf, taking care to have the bottom of the card on a line with that of the cover, then close the book, and the size will appear in the upper right-hand corner of the section in which the corresponding corner of the book may fall. If this falls upon one of the horizontal or parallel lines, it takes the designation of the section above; if upon one of the diagonal lines, that of the one at the right.

It may happen that the book to be measured exceeds the card in height or width. In such a case the extended scales upon the back enable one to measure any book not exceeding twice the height or width of the card. The use of the extended scales may be plainly shown by arranging four of the cards side by side in the positions shown in the little diagram at the right-hand side of the main card, when a large card 50 x 45 centimeters (about  $19\frac{3}{4} \times 17\frac{3}{4}$  inches) will be formed.

The *modus operandi* is simple and easily acquired. Insert the card, as directed above, and mark the fly-leaf with a pencil just enough to show how high the card extends; a few dashes near the upper corners will suffice; then take the card by its *lower left-hand corner* and turn it over, in such a manner as to bring it at the *upper right-hand corner* (position No. 2). Place the lower edge of the card, thus turned, on a line with the pencil marks, close the cover, when the size will be ascertained as before.

Should the book, however, now prove to be wider than the card, as is apt to be the case, indicate its position as before by pencil marks at the right-hand edge and lower corner of the card; then take the card by its *lower right-hand corner* and turn it around so as to bring it at the *upper right-hand corner* (position No. 3); put the left-hand edge of the card, thus turned, on a line with the new pencil marks, close the cover, and ascertain the size as in the first place.

Large figures at the lower edge of the card indicate the correct position of the card in each of the positions just explained. The fourth position is at the right of the first and is rarely used. The use of the pencil marks can easily be dispensed with, if two cards are used instead of one, or if a large card is used in the place of the small one. For measuring atlases,

bound newspapers, elephant folios, and other books larger than 50 x 45 centimeters, the cataloger is advised to make a size card on a sheet of thick paper, as large as he will be likely to use, indicating the larger sizes according to the book sizes given below.

If any one wishes to give actual measurement the centimeter scales at the left-hand and lower edges of the "Size Card" will readily enable him to do so. As the frequent rebinding of books causes their sizes to undergo a constant change, the cataloger is recommended, where special accuracy is desired, to follow Prof. Jewett's rule and give also "the hight and breadth of the first full signature page" in centimeters and millimeters expressed decimally, omitting in the measurement the folio and signature lines; e. g.:—0 (15.2 x 9.3).

### Scale of Book Sizes

AS RECOMMENDED BY THE AMERICAN LIBRARY ASSOCIATION.

See Library Journal 3 : 19, 20.

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Q (4°)	"	30	"	"	"	12	"		
F (f°)	"	35	"	"	"	14	"		
F <sup>4</sup>	"	"	40	"	"	"	16	"	
F <sup>5</sup>	"	"	50	"	"	"	20	"	
F <sup>6</sup>	"	"	60	"	"	"	24	"	
F <sup>7</sup>	"	"	70	"	"	"	28	"	
etc.		etc.					etc.		

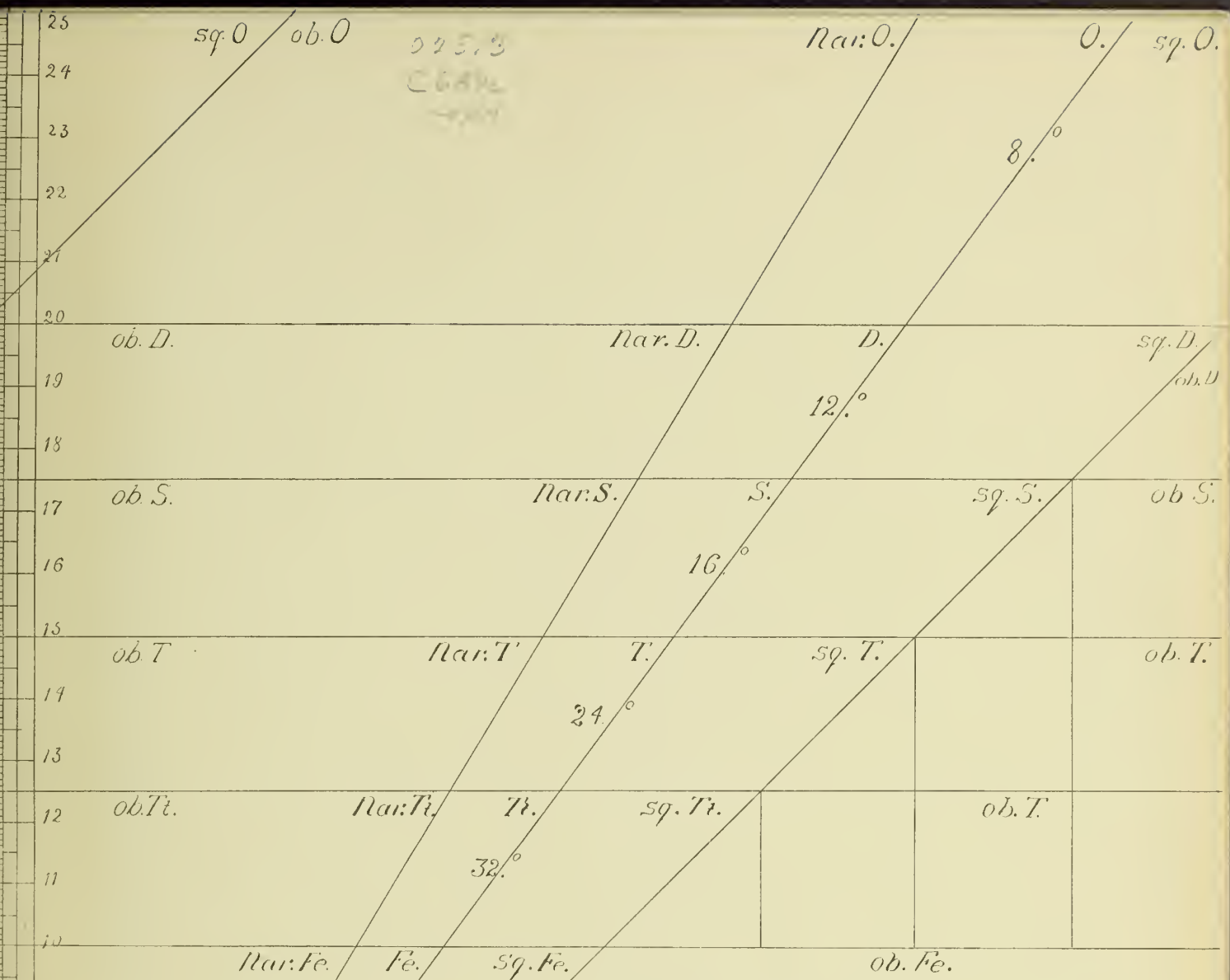
Whenever the width is less than 3-5 of the hight, *nar.* is prefixed.

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The characters, Fe, Tt, T, S, D, etc., indicate the actual size of the books, and should never be used for the fold of the sheet, which is properly expressed by the universally used fold symbols 8°, 12°, etc.

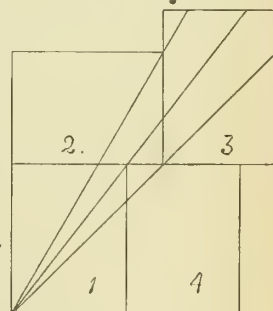
Library Bureau, Boston, Publishers.



### Cataloguer's Size Card.

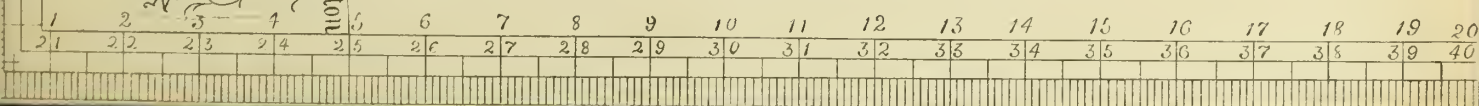
Introduce the left hand edge of the size card between the cover of the book and the fly-leaves turning care to have the bottom of the card on a line with that of the cover. Close the cover and the size of the book will appear at the upper right-hand corner of the section in which the cover of the book falls. Should it fall upon one of the horizontal lines it takes the designation of the size above; if upon one of the diagonal lines, that of the size at the right. Should the book to be measured exceed the card in height or width more use of the extended scales upon the back of this card, as indicated by the diagram at the right. This may be done by using a second card or by turning this one, after its first position has been designated by a pencil mark.

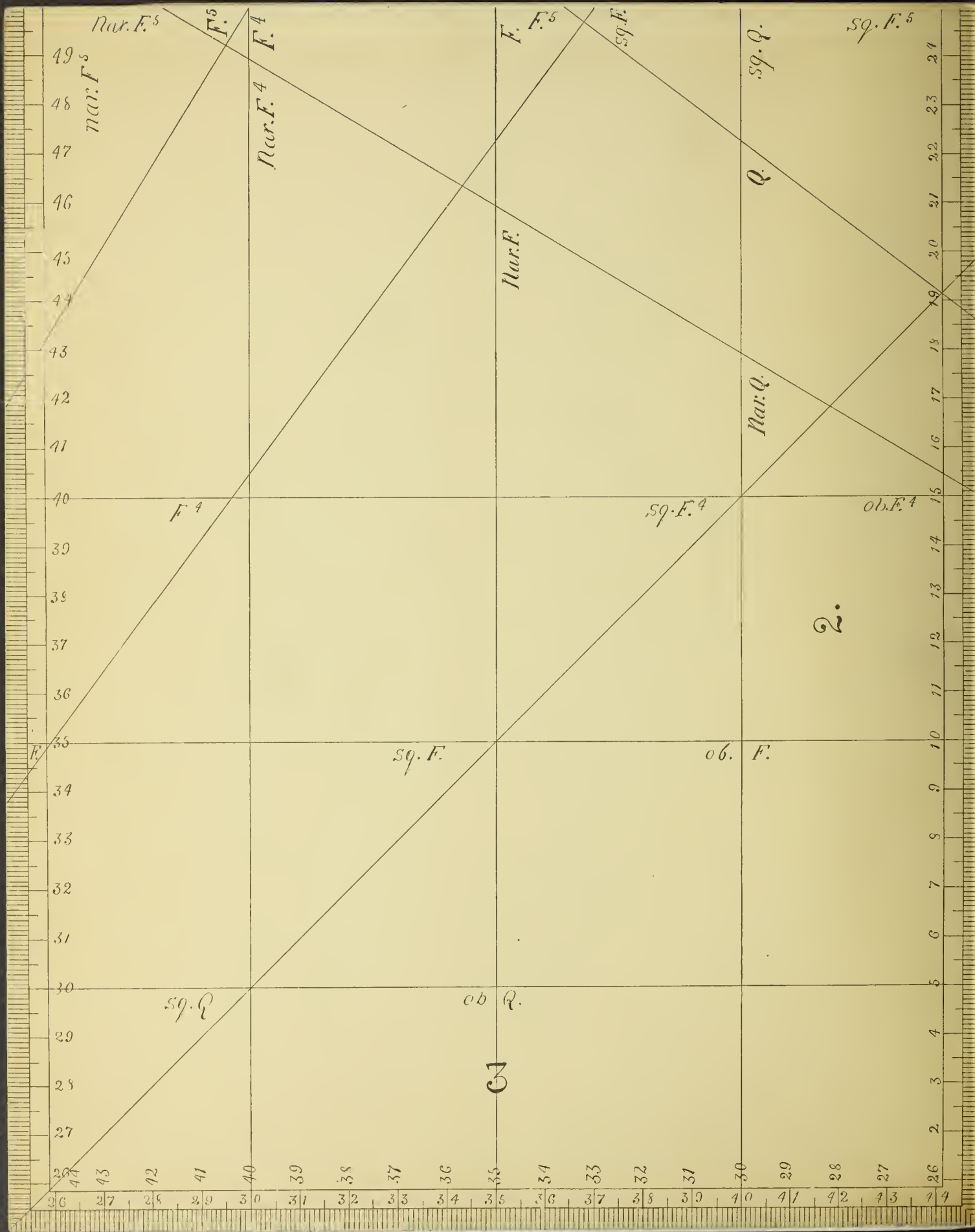
### Diagram.



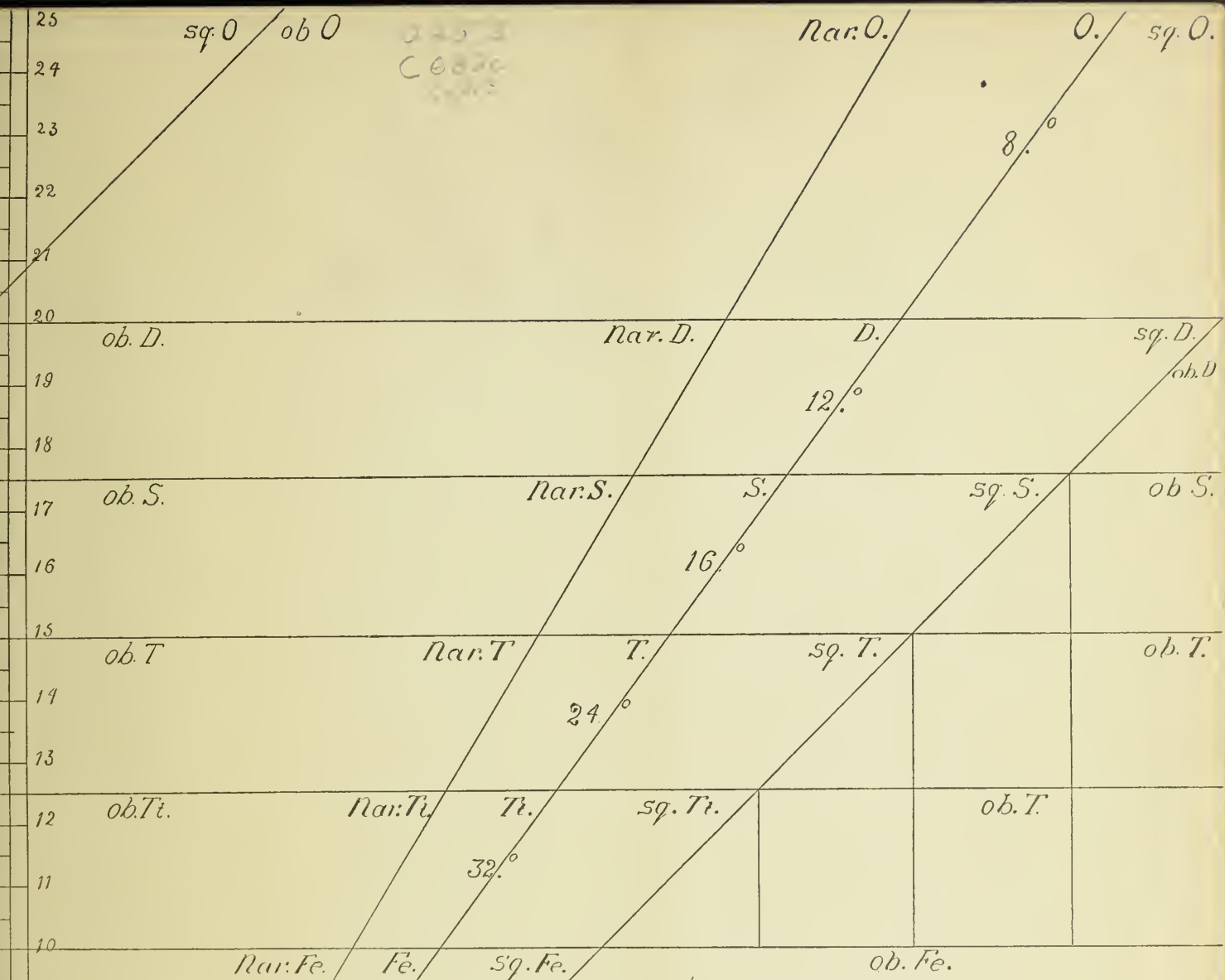
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1. & 4.





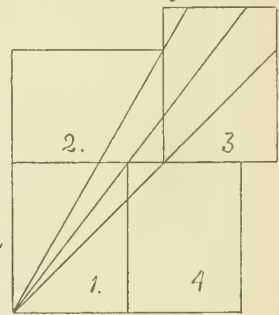




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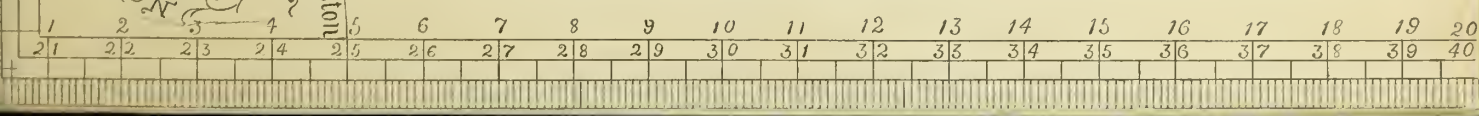
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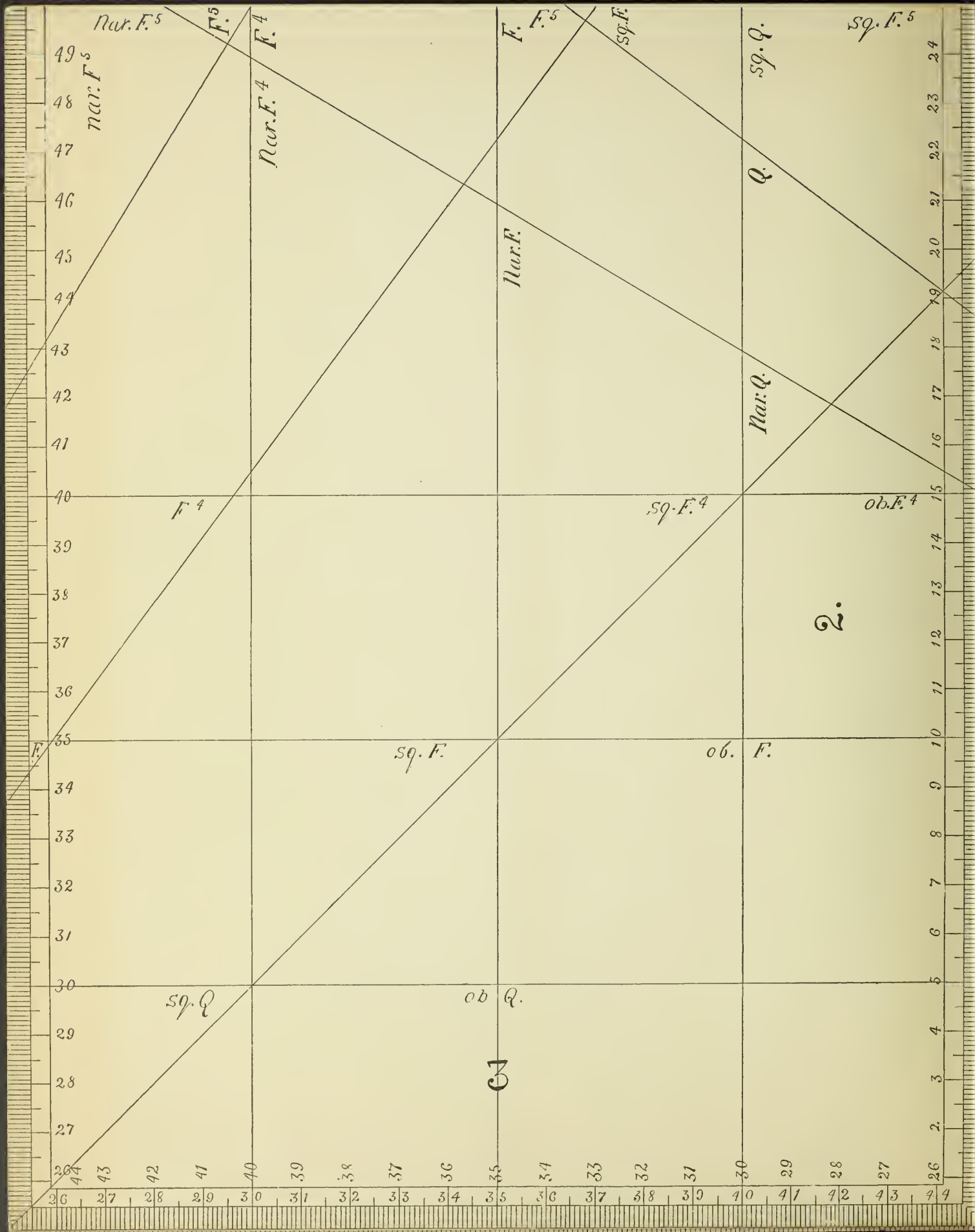
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1. & 4.

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etc.		etc.				etc.	

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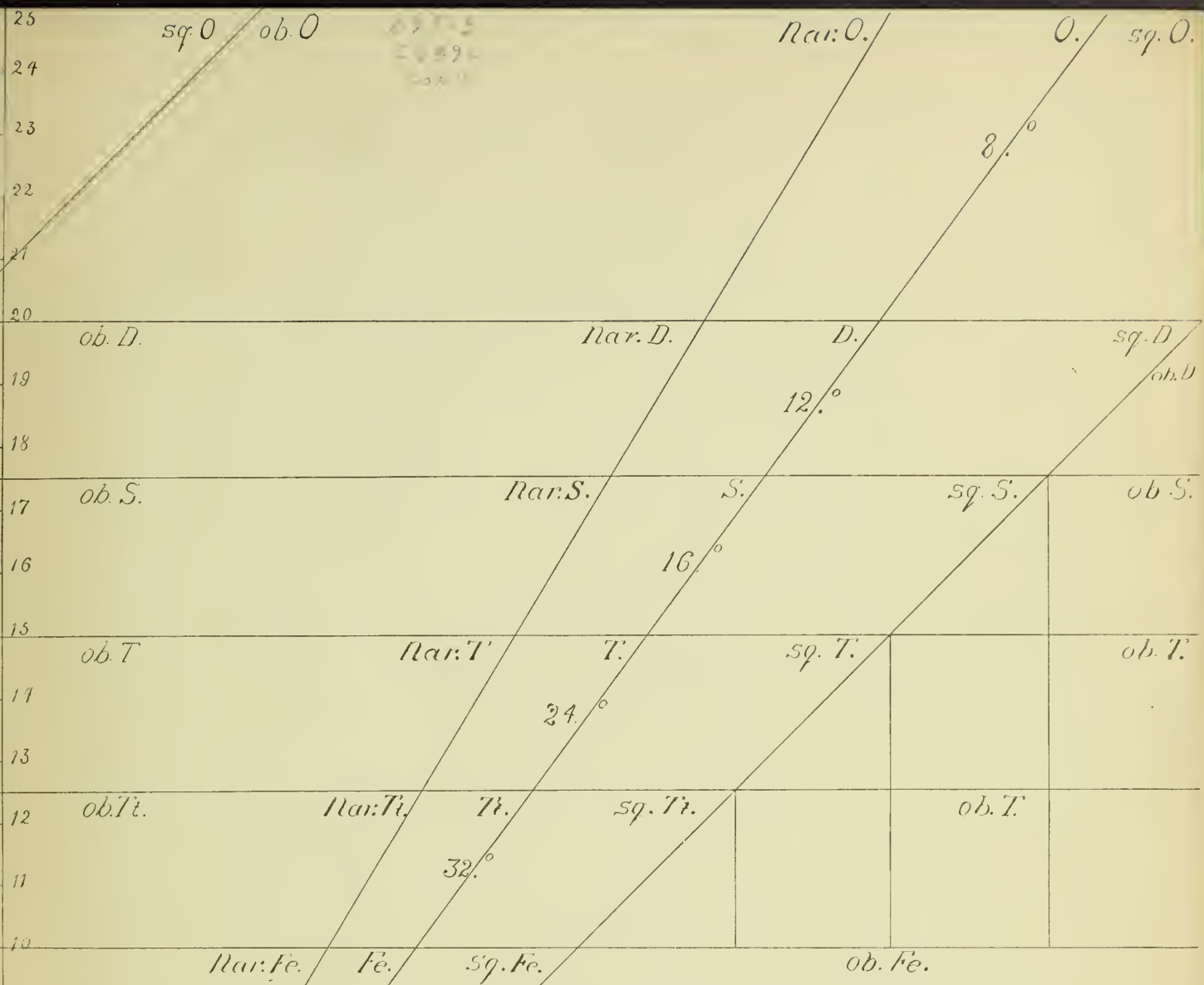
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Library Bureau, Boston, Publishers.

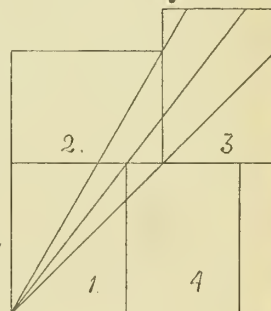




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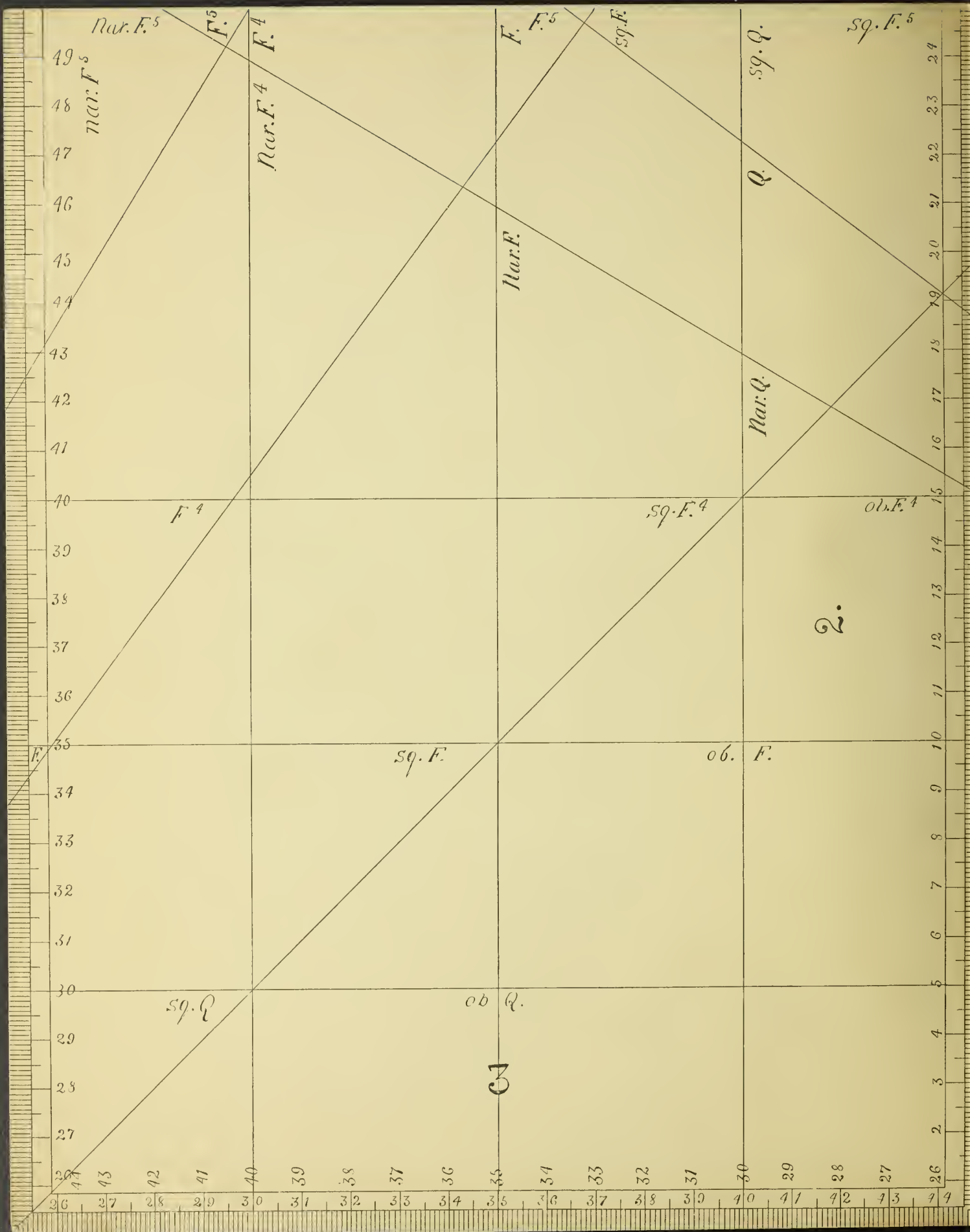
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1. & 4.

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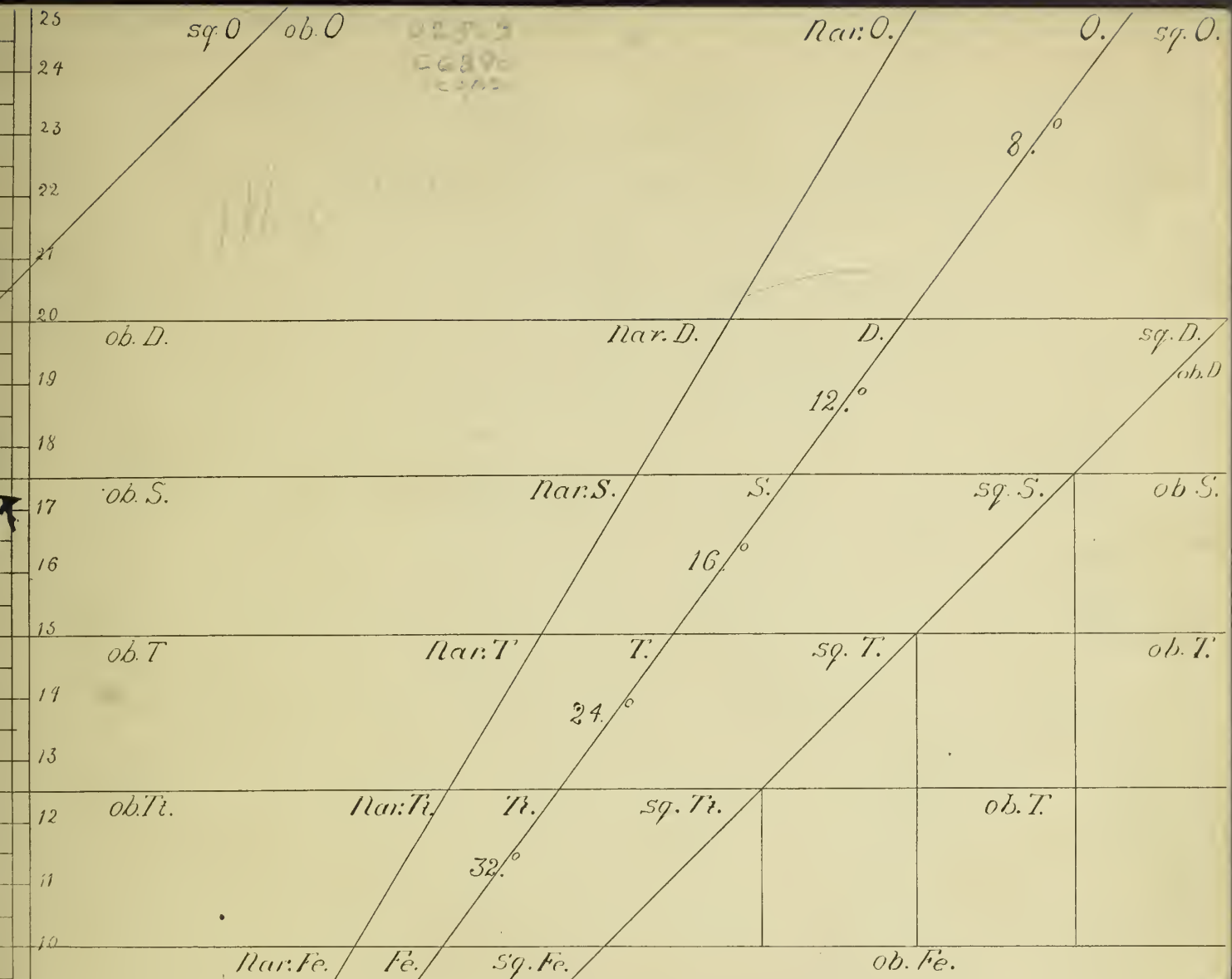
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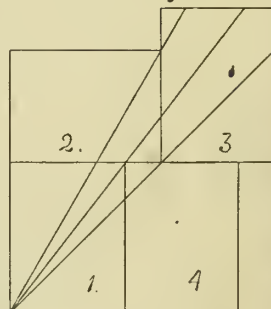




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1 & 4

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